

~~SECRET~~

5 December 1957

MEMORANDUM FOR THE RECORD

SUBJECT: Change In Procedure for Transmittal of Vital Materials.

25X1A9a

1. A meeting was held with Mr. [REDACTED], OCI, to discuss the change in Procedure for Transmitting Vital Materials to the Repository. The following was agreed:
 - a. Effective Friday A.M., 6 December; all special vital materials from OCI, ORR, OSI, and OCR/SR will be picked up from the OCI registry, 2055 Que Building.
 - b. The pick up and transmittal of these materials will be made by the Records Center couriers.
 - c. All receipts (the yellow copy of the V M Transfer slip) will be addressed to the appropriate offices, (OCI, ORR, OSI, and OCR/SR) and delivered direct to the OCI registry 2055 Que.
 - d. These pick ups will be made weekly, each Friday morning. Persons responsible for handling Vital Materials in OCI, OSI, ORR and OCR/SR have been advised of the new procedure and have concurred in the change.

25X1A9a



~~SECRET~~